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# 2024 Position Description - President

Blind Citizens Australia (BCA) is the National representative organisation of Australians who are blind or vision impaired. We inform, connect and empower Australians who are blind or vision impaired and the wider community.

The affairs of BCA are managed by the board of directors (board) which may exercise all powers of the organisation, subject to legislation and the BCA constitution.

There are up to nine directors on the board, including eight directors and the president, all elected by the members. All members of the board must be full members of BCA, which means they are all people who are blind or vision impaired. The term for director positions is three years.

This role requires individuals to make a strong commitment to the work of BCA, its members, and to the ethics, values, practices and culture of the organisation.

## Working Relationships:

### Board of Directors

Directors are accountable to the President and members of BCA.

### Chief Executive Officer

The President directly supervises the Chief Executive Officer (CEO).

### BCA Staff

Staff are managed and supervised by the Chief Executive Officer (CEO). Any requests for staff assistance must be approved by the CEO.

Directors are responsible for ensuring that BCA satisfies its legal obligations to its staff and volunteers.

## Skills and Experience:

### Essential

* Excellent communicator with proficiency in using email and other electronic communication;
* Ability to actively participate in online meetings and events;
* Experience in providing leadership and motivating others;
* Ability and willingness to travel independently to attend face to face meetings and other events as required;
* Ability to work as part of a team.

### Desirable

* Experience in working on voluntary Boards or management committees;
* Experience in mentoring and/or coaching others to develop skills.
* Experience in developing policy;
* Experience in representation;
* Experience in project management;

Note: Where appropriate, BCA will support individuals to gain the necessary skills and access to facilities to enable them to develop the above skills.

All Directors must hold a current police check; BCA can assist with the administration of this process.

## The Role of the President

The President is expected to provide leadership within the Board, and to the organisation more broadly. The President must ensure that the Board functions effectively, and work diligently and consistently for the benefit of the Board, staff, volunteers and BCA members.

The role requires a strong and ongoing commitment in time and effort.

### Key Result Areas:

* Undertake the duties of a Director as set out in the BCA Constitution and the Corporations Law;
* Provide leadership to the Board of Blind Citizens Australia;
* Preside at all meetings of the Board;
* Develop and manage the Board meeting agenda, in consultation with the Chief Executive Officer;
* Ensure that all initiatives undertaken by BCA are in conformity with the purpose and core values of the organisation;
* Ensure that BCA members are kept informed of Board actions and organisational issues;
* Serve as chief spokesperson for BCA both internally and externally;
* Attend, or delegate attendance at functions or events associated with BCA;
* Represent BCA, or ensure that BCA is represented, within like-minded organisations across the blindness sector;
* Monitor and provide support to the work of the BCA National Policy Committee;
* Monitor the work and ensure the effective functioning of the Finance, Audit and Risk Management (FARM) Committee;
* Ensure that a clear strategic direction is provided for the organisation;
* Provide support and advice to staff in the implementation of BCA policies and procedures as requested by the Chief Executive Officer;
* Lobby relevant service agencies and Governments to implement BCA policy;
* Monitor policy changes in Government and other agencies and provide support to the National Policy Committee (NPC) and staff in responding where appropriate;
* Maintain effective relationships with organisations in the broader disability sector within Australia and overseas.
* In association with the CEO, ensure that all internal policies and procedures are regularly reviewed and updated as necessary;
* Preside at all General Meetings of members of BCA;
* In association with the CEO, prepare and present an Annual Report to the membership at the Annual General Meeting;
* Recognise and respect material received in confidence as the BCA President;
* Direct an annual performance review of the Chief Executive Officer, with the assistance of the CEO Oversight Committee and Board as required.

### Mode of Operation:

BCA is a national organisation with members, staff and commitments across the country. To effectively lead the organisation's work and to sustain the relationships that are essential for its success the President must be able to independently utilise contemporary electronic communications (including email, remote file access and online meeting platforms) on a regular basis.

The President must be willing and able to travel independently as required.

## Director’s and President's Remuneration:

In accordance with the BCA Constitution, a director is not entitled to any remuneration.  Directors are entitled to reimbursement for reasonable expenses, in accordance with BCA's Travel Policy.

Last Updated: September 2024

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